

REGULATION

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## CONTROL OF NATIONAL SECURITY COUNCIL INFORMATION

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## 1. GENERAL

- a. This Regulation prescribes policy for the control of classified National Security Council (NSC) information. For the purpose of this Regulation classified NSC information will be considered to include classified information contained in documents issued by the NSC Secretariat and documents originating in CIA for transmittal to the NSC Secretariat and all classified information discussed at all meetings of the NSC, the NSC Planning Board, and the NSC Planning Board Assistants.
- b. Special procedures are set forth herein for the control and handling of Top Secret documents issued by the NSC Secretariat.

## 2. POLICY

- a. The highest degree of protection in the interest of national security will be applied to the control of all classified NSC information.
- b. Members of CIA who have access to classified NSC information are authorized to disclose such information only when the need-to-know principle is paramount, and are personally responsible for any disclosure of such information.
- c. In addition to the normal requirements applicable to the control of any Top Secret document, by direction of the President a special control system is established in the Agency for handling of all Top Secret NSC documents. This system involves the use of an NSC Top Secret numbering system and a new NSC Top Secret Control Form. This Form will be executed in accordance with paragraph 4a(2) below.

## 3. RESPONSIBILITIES

- a. Agency officials who originate or receive NSC classified information are responsible for preventing any unauthorized disclosure of such information.
- b. Members of CIA authorized to disclose NSC classified information are responsible for advising the recipient(s) that NSC information is involved and

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for issuing appropriate precautionary instructions to prevent the disclosure of this information to any persons except those who are required to have access to such information.

- c. The Deputy Directors (Plans), (Intelligence), and (Administration); the Director of Training, and the Assistant Directors for Communications and Personnel are responsible for ensuring that the procedures prescribed in this Regulation for the control and handling of Top Secret documents issued by NSC will be strictly complied with by all persons under their jurisdiction who have access to such documents.

#### 4. CONTROL PROCEDURES FOR TOP SECRET DOCUMENTS ISSUED BY NSC

##### a. The NSC Top Secret Control Form (see Figure 1)

- (1) The NSC Top Secret Control Form will constitute the first page of all NSC Top Secret Reports in covers and the cover page of all other NSC Top Secret Reports and Memorandums issued by the NSC Secretariat.
- (2) Each individual who reads a Top Secret NSC document wholly or in part or who personally handles it and has access to its contents must sign and complete the NSC Top Secret Control Form.
- (3) The executed NSC Top Secret Control Form becomes a part of the Agency's permanent control records and must be available for periodic review by a representative of the NSC staff.

##### b. The CIA Form No. 38-13, Signature Record and Cover Sheet (see Figure 2)

The CIA Form No. 38-13 (to be annexed in accordance with paragraph c(4) below) will be used to indicate CIA routing of the NSC Top Secret document. Each alternate or Assistant Top Secret Control Officer who receives and/or releases the NSC Top Secret document will sign the CIA form and indicate period of custody in the left-hand columns provided. It is not necessary for individuals who see or handle the NSC Top Secret document to complete the right-hand columns of the CIA form, since such persons are required to sign and complete the NSC Top Secret Control Form.

##### c. The Top Secret Control Officer initially receiving the NSC document will:

- (1) Ensure that the logging requirements applicable to all Top Secret documents are adhered to fully for all Top Secret documents issued by NSC.
- (2) Enter the CIA control number and copy number on the NSC Top Secret Control Form. (See Figure 1.)
- (3) Enter the Document Description and Registry information on CIA Form No. 38-13. (See Figure 2.)
- (4) Staple the NSC Top Secret Control Form and the CIA Form No. 38-13 together with the NSC form on top and attach the set to the document.

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These two forms will remain attached to the document until such time as it is downgraded, destroyed, or transmitted outside of CIA.

- d. Whenever a Top Secret NSC document is destroyed, the Notice of Detachment on CIA Form No. 38-13 will be executed, and the NSC form and the CIA Form No. 38-13 will be filed together in the central Top Secret Control Office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

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